

COURSE MODIFICATION

4042

(No. 14 March 2001)

Courses included in the statewide CDF training curriculum will not be modified without action by the department's training committee. When needed modifications are identified, they should be referred to the appropriate training committee member. The member will work with the committee and training staff to effect the modifications.

A region or unit may expand statewide training courses to include additional information pertaining to regional or local needs as long as the additional material does not dilute or contradict the statewide course material.

MAINTENANCE OF EXISTING COURSES

4042.1

(No. 8 May 1999)

The credibility and validity of any training program depends upon updated curricula. Continued delivery of curricula without review and updating leads to invalid training which results in inefficient operations and a strong possibility of unsafe acts by employees. As trainers develop new lesson plans, time must be committed to updating existing curricula in the areas of new technology, changes in strategies and tactics, and lessons learned from the research and operating environments. New equipment and new responsibilities must be considered when updating operating procedures and curricula. The allocated time to update and revise existing curricula, results in less time available to develop new curricula.

MAINTENANCE SCHEDULING

4042.1.1

(No. 8 May 1999)

In general, most curricula needs to be revised every three years to keep it current. Failure to update curricula on a regular schedule can lead to invalid training material within five years.

[\(see Next Section\)](#)

[\(see Table of Contents\)](#)

[\(see Forms and Form Samples\)](#)